

# GP Retainer Scheme

## Step 1 Identifying a Practice

- 1 Contact BU GP Office.
- 2 Advised to read information on Dorset GP centre web site: [www.dorsetgpcentre.com](http://www.dorsetgpcentre.com).
- 3 Informed of any local practices looking for a Retainer.
- 4 Advised to make contact with potential practices.

## Step 2 Application Form

- 1 Once practice has been identified.
- 2 Complete Retainer application form which can be downloaded from the Dorset GP Centre web site.
- 3 Ensure application form is signed by retained Doctor Educational Supervisor at the practice.
- 4 Submit completed form to GP Office at BU.

## Step 3 PCT Approval

- 1 GP Office contacts PCT to seek financial approval.
- 2 If approval is granted, form is signed by Associate Dean and submitted to Deanery.
- 3 Deanery informs GP Office at BU that Retainer post has been approved.

## Step 4 Deanery Approval

- 1 Once Deanery approval has been granted, GP can start to negotiate terms and conditions of employment at practice.